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Weekly Report for Week Ending 21 July 1959
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 50 actions requiring the printing of 1,866,200 copies or sets of blank forms.
- (2) Ten new and 13 revised forms approved.
- (3) Two forms were obsoleted.
- (4) The evaluation of Employee Suggestion No. 58-306 has been completed and submitted to the Suggestion Awards Staff. This suggestion proposed that Form No. 1050, "Personal Record Questionnaire, Part I", and Form No. 1050a, "Personal Record Questionnaire, Part II" each of which are made up in a 5 page, stapled, cut sheet set, be printed with 4 follow pages and 3 follow pages, respectively and carbon interleaved. In this way each page of each form would be carbon interleaved into its own set.

This proposal though feasible for the 1050 (unclassified) form, was not feasible for the 1050a (classified) form. Since the Agency cannot, economically, manufacture carbon interleaved forms, and since there is no security cleared source for commercial procurement, this suggestion was modified to the extent of setting up each of these Forms on NCR paper in padded "jumbo" sets. On this basis, Form No. 1050 is made up with 4 follow sheets to each of its 5 pages, total 25 pages to a set and 4 sets to a pad. On the same basis, Form 1050a is made up with 3 follow sheets to each of its 5 pages, total 20 pages to a set and 5 sets to a pad.

It has been recommended that an award be made based on slight intangible benefits of extended application plus an estimated, potential, annual savings of \$4,224.19. This savings is based on the elimination of carbon paper and its useless collation and decollation on each form.

Implementation of these new forms will take place after current stocks are exhausted. Insofar as Form 1050 is concerned this should take place 1 October 1959, and for Form 1050a, 1 November 1959.

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- (1) Form 1522, Field Passage Record and Report, a 5 part NCR (14" x 8 $\frac{1}{2}$ ") set was designed to implement Presidential Directive #1058 dated 23 Sept 1958. This Directive requires the establishment and maintenance of effective controls on the release of classified information to foreign governments. The form has been sent to the Plant for printing. []

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2. Assignmentsa. Active

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- (1) Fourteen new and 17 revised forms.
- (2) Teletype Dissemination Information Reports and Systems. []

Nomenclature has been changed from "Teletype" to "Telegram". All forms in the 1 K series are being revised to meet changing requirements of the improved system. The Common Information Report format is being adopted with minor modifications. The form is being coordinated with [] Cable Secretariat and Signal Center.

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- (3) Revision of Dispatch Forms. []
- (4) Improved Management of Stocked Forms. []

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a. Internal instructions issued on improved procedures for indexing and cataloging forms.

b. General discussions were held with [] SD/OL concerning failure of SD/OL to provide [] with negatives of new and revised forms which have been authorized for local reproduction. Corrective action will be taken by SD/OL. Also urged once again that additional centrally located forms supply points similar to [] be established world-wide. Such action will reduce the number and frequency of individual requisitions placed on headquarters. It will also make possible more bulk shipments which can take advantage of sea transportation or special flights. Establishment of these supply points in close proximity to [] printing facilities will facilitate local reproduction. [] agreed to take action. We will push this as the advantage to the Agency are great.

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- (5) Uniform Information Report. []

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(6) New Building Project. [redacted]

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The Bureau of Standards solved the problem we had with colored badge inserts fading. They prepared an acrylic varnish containing ultra violet absorber which we will brush on the inserts. This precludes need for buying new inserts. The Bureau did the research and furnished the varnish at no charge to the Agency.

(7) Agency Multi-Purpose Envelope [redacted]

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Procurement action has been taken on the new envelope. The project ^{has been} completed.

(8) Expediting Printing of Information Reports. [redacted]

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(9) Improvement in Quality of Information Reports Production. [redacted]

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(10) One employee suggestion.

b. Inactive

(1) Elimination of Transmittal Dispatches for Personnel Type Data. [redacted]

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